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# CITY OF TORRANCE



INVITES YOUR INTEREST IN THE POSITION OF

## *Police Chief (Promotional)*

Job Code 14027319



**POLICE CHIEF**  
**Promotional**  
**(JC 14027319)**

**Monthly Salary Range:**

**Entry \$15,120 – Reference \$18,237 – Maximum \$20,973**

***The Position***

The Police Chief provides leadership and manages the development and implementation of Department objectives, and establishes long-term strategic goals and vision. Under direction of the City Manager, this position plans, organizes, directs and coordinates Police Department personnel and operations in the protection of life and property, maintenance of peace and order, enforcement laws, prevention of crime, apprehension and arrest of violators, and maintenance of jail facilities and police records. Directs the preparation and administration of the Department budget; meets with members of the community, school officials, business professionals, homeowner associations, and City and elected officials regarding law enforcement matters and community relations. Attends City Council meetings to present and explain issues pertaining to the community, law enforcement concerns, and departmental requirements, policies, and procedures. Responsible for the disaster preparedness plan for the City.

***Qualifications***

**CANDIDATES MUST HAVE COMPLETED SIX (6) MONTHS OF ACTUAL SERVICE AFTER PERMANENT APPOINTMENT AS A CIVIL SERVICE EMPLOYEE BY THE FINAL FILING PERIOD.**

Bachelor's degree or higher in Administration of Justice, Public or Business Administration, Political Science, or closely related field; possession of a Peace Officer Standards and Training (POST) Advanced Certificate, a valid Class C California Driver's License; and three years at the rank of Lieutenant or Captain on the Torrance Police Department; or ten years of progressively responsible supervisory and administrative experience in a comparable sized police department, five years of which shall have been equivalent in type and level to at least that of Captain in the City of Torrance.

***Application and Selection Process***

Interested candidates are required to e-mail a resume and the supplemental employment application that clearly demonstrates that the qualifications have been met. Resumes must include start and end dates reported by month and year for each position held. Please e-mail resume and supplemental application to Kelli Lee, Human Resources Administrator, at [KLee@TorranceCA.Gov](mailto:KLee@TorranceCA.Gov). The application filing period opens **Tuesday, February 4, 2014, 7:30 a.m.** and closes **Tuesday, February 18, 2014, 5:30 p.m.**

The examination will consist of a technical interview (weighted 100%). The interview will consist of questions designed to measure skills and abilities related to the responsibilities of the position. The interviews are tentatively scheduled for **Thursday, March 13, 2014.**

Candidates with disabilities who require special testing arrangements must contact the City Manager's Office prior to February 18, 2014.

**CITY OF TORRANCE  
SUPPLEMENTAL EMPLOYMENT APPLICATION**

***POLICE CHIEF***  
***Job Code 14027319***

Applicant: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name First Name Middle Initial

Interested candidates are required to submit a resume and the supplemental employment application electronically. Resumes must include start and end dates reported by month and year for each position held. Please e-mail resume and supplemental application to Kelli Lee, Human Resources Administrator, at [KLee@TorranceCA.Gov](mailto:KLee@TorranceCA.Gov). The application filing period opens **Tuesday, February 4, 2014, 7:30 a.m.** and closes **Tuesday, February 18, 2014, 5:30 p.m.**

This supplemental employment application is designed to give the candidate the opportunity to present his/her specific qualifications for the POLICE CHIEF position.

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**PART I. QUALIFICATIONS**

Please provide an overview of how you are qualified to serve as Torrance Police Chief. Describe your experience, education, training, and major accomplishments – including certification and licenses relevant to this position.

## **PART II. EXPERIENCE QUALIFICATIONS**

Give a detailed description of your relevant work experience for this position. (Use a separate page for each classification title or position.)

Title \_\_\_\_\_

Employed / Assigned from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Number of persons supervised: \_\_\_\_\_

Major Responsibilities

Major Accomplishments

**PART II. EXPERIENCE QUALIFICATIONS (continued)**

Give a detailed description of your relevant work experience for this position. (Use a separate page for each classification title or position.)

Title \_\_\_\_\_

Employed / Assigned from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Number of persons supervised: \_\_\_\_\_

Major Responsibilities

Major Accomplishments

**PART II. EXPERIENCE QUALIFICATIONS (continued)**

Give a detailed description of your relevant work experience for this position. (Use a separate page for each classification title or position.)

Title \_\_\_\_\_

Employed / Assigned from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Number of persons supervised: \_\_\_\_\_

Major Responsibilities

Major Accomplishments

**PART III. EMPLOYMENT INTEREST**

Why are you interested in the Torrance Police Chief position?

What is the role of the Police Chief in the community?

Summarize what major contributions you could make to the City of Torrance, if you are selected for the position.

**PART IV. LEADERSHIP/MANAGEMENT**

Give a brief description of your supervisory/management experience and your leadership philosophy.

**PART V. ORGANIZATIONAL PLANNING AND DEVELOPMENT**

What is your vision for the future of the Torrance Police Department?

How would you assess the needs of the Torrance Police Department as an organization?

**PART V. ORGANIZATIONAL PLANNING AND DEVELOPMENT (Cont.)**

How would you approach developing a strategic plan for direction of the Department?

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**PART VI. CERTIFICATION (Completion of this section is mandatory)**

*I certify that all statements made in this supplemental employment application are true. I agree and understand that any misstatements of material fact may subject me to disqualification as a candidate.*

Signature\_\_\_\_\_Date\_\_\_\_\_